

Tuesday TechTip:

What is AutoCorrect?

The AutoCorrect feature in Office 2007 is used to correct typos and misspelled words, as well as insert symbols and other pieces of text. AutoCorrect is set up by default with a list of typical misspellings and symbols, but you can modify the list that AutoCorrect uses.

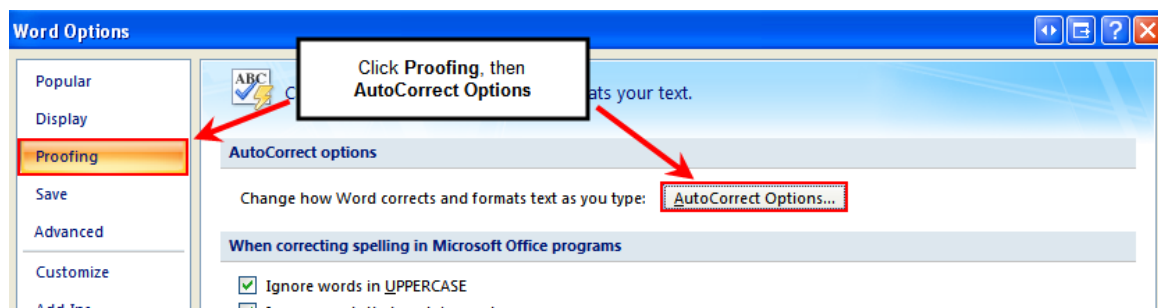
Using AutoCorrect as a shortcut.

One overlooked function of AutoCorrect is its ability to quickly insert long pieces of text. This can save you time if you frequently use the same phrase in Office 2007 programs. For example, I often use the phrase "Technology Solutions Center" in the documents I create. I can use AutoCorrect in Word to create a type of shorthand for this phrase:

1. Click once on the *MS Office Button*.

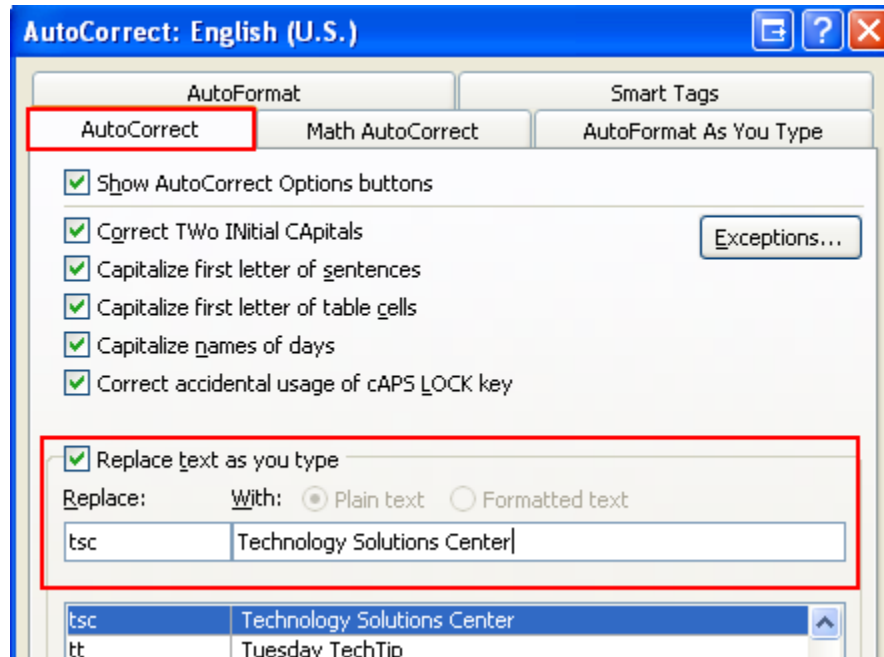


2. Click **Word Options** near the bottom right portion of the dropdown menu.
3. Click **Proofing** in the navigation pane on the left hand side of the *Word Options* window.
4. Click **AutoCorrect Options**.



5. Below the *AutoCorrect* tab, make sure the *Replace text as you type* box is checked.

6. Below *Replace:*, type the letters you would like to use as shorthand for your phrase. Below *With:*, type the full phrase.



7. Click **Ok**.

Now when you type the letters “tsc” and press the space bar or enter, the phrase “Technology Solutions Center” will replace the shorthand. You can use this feature with frequently used words, phrases, and even entire paragraphs to save effort and time in your day to day routine.

But wait, there’s more:

Once you have added an entry to AutoCorrect in one Office program, it becomes available to you in the others. Update an entry in Word and you can use it in Excel, OneNote, and PowerPoint. But remember, these entries are unique to your workstation. If you switch computers, your customized AutoCorrect will not follow.

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